

Judicial Branch Certification Commission
Policy for Administrative Dismissal of Complaints
(Effective September 5, 2014)

- 1) The purpose of this policy is to establish requirements for dismissal of complaints by the Director pursuant to Government Code §152.111.
- 2) Definitions
 - a) "Commission" means the Judicial Branch Certification Commission established in Government Code §152.051.
 - b) "Director" or "Administrative Director" means the Administrative Director of the Office of Court Administration of the Texas Judicial System, or the Director's designee.
- 3) Complaint Dismissal
 - a) The Director may dismiss complaints that
 - i) clearly do not allege misconduct, or
 - ii) are not within the Commission's jurisdiction.
 - b) The Director must inform the Commission of all dismissals made under this policy at the next regularly scheduled Commission meeting.
 - c) A person who files a complaint that is dismissed by the Director may request in writing that the Commission reconsider the complaint.
- 4) Specific Grounds for Dismissal
 - a) For the Court Reporters Certification Program:
 - i) Complaints that clearly do not allege misconduct include, but are not limited to:
 - (1) Collection matters, and
 - (2) Court reporters or court reporting firms who are mistakenly identified as the court reporter or court reporting firm of record who took down the proceedings.
 - ii) Complaints that are not within the Commission's jurisdiction include, but are not limited to complaints that allege inaccuracies in the record where the remedy is through (1) agreement of the parties, (2) the trial court, or (3) the appellate court pursuant to Section 34.6(e), Texas Rules of Appellate Procedure, or, for depositions, where the remedy is through signature and change procedures set out in Rule 203.1, Texas Rules of Civil Procedure. Inaccuracies include but are not limited to errors, omissions, and added language.